

19 March 1962

MEMORANDUM FOR: Office of Logistics, Procurement Division,
Contracts Branch

SUBJECT: Amendment of Newspaper Contract XC 2385/2/Supply 416

1. As of 1 April 1962 the major portion of Agency components will be in the Langley Headquarters Building as well as the Mail and Messenger Service facilities which support these components.

2. Therefore, we request that Newspaper Contract XC 2385/2/Supply 416 be so amended in order to complete more expeditiously delivery of daily newspapers to requesters. The proposed amendments are as follows:

a. That newspapers now delivered to Receiving Clerk, Mailroom, H & S Building, Washington, D.C. be designated Bundle #1 and delivered to North Loading Platform, CIA Headquarters Building, Langley, Virginia until further notice.

b. That newspapers now delivered to Guard's Desk, Gate 17, Tempo L Building, Washington, D.C. be designated Bundle #2 and delivered to North Loading Platform, CIA Headquarters Building, Langley, Virginia until further notice.

c. That paragraph #4 page 4 of the present contract be amended, if possible, to read "not earlier than 0600 hours and not later than 0700 hours". This change is necessitated by the staggered working hours now in force at Headquarters Building.

3. It is requested that these amendments be made effective 1 April 1962.

4. For further information please call [redacted] extension 8695, Room 2200 Arlington Towers.

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5. We would appreciate receipt of two copies of amendments when completed.

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[redacted]
Chief, Acquisitions Branch
CIA Library

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